

GOVERNING BOARD

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Board of Supervisors
County of Sacramento

BONNIE PANNELL
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City of Sacramento

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County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

MAUREEN DERMOTT
Deputy Director

925 Del Paso Blvd., Suite 200
Sacramento, CA 95815

Phone: (916) 263-3804

Fax: (916) 263-3779

Website:
<http://www.headstart.seta.net>

Thought of the Day: "Kind words can be short and easy to speak, but their echoes are truly endless."

Author: Mother Teresa

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, February 26, 2008

TIME: 9:00 a.m.

LOCATION: SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

While the SETA/Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA/Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA/Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

AGENDA

- I. Call to Order/Roll Call/Review of Board Member Attendance
- II. Consent Item
 - A. Approval of the Minutes of January 22, 2008 Regular Meeting
- III. Action Item
 - A. Selection of Representative and Alternate to Attend the National Head Start Association Training Conference, in Nashville, TN, April 20-24, 2008
 - B. Approval of Head Start/Early Head Start 2008 Community Assessment
 - C. Approval of Head Start/Early Head Start County-Wide Three-Year Goals 2008-2011

D. Approval of Head Start/Early Head Start Written Service Plans

E. **CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT CODE SECTION 54957**

- ✓ Approval of Eligible List for the following positions: Associate Teacher, Tier III and Early Head Start Educator

CLOSED SESSION: PERSONNEL PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE PURSUANT TO GOVERNMENT CODE SECTION 54957

- Report out of Closed Session

IV. **Information Items**

A. Fiscal Monitoring Report

- Sacramento City Unified School District

B. Monthly Fiscal Reports – Ms. Thelma Manzano

C. California Head Start Association (CHSA) Parent Conference Reports

D. Special Education Report (attached) – Ms. Beverly Sanford

E. SETA Head Start/Early Head Start End-of-Month Enrollment Report – Ms. Maureen Dermott

V. **Ethics Training**: Mr. Victor Bonanno

VI. **Committee Reports**

A. Executive Committee

VII. **Other Reports**

A. Open Discussion and Comments

B. Public Participation

VII. **Adjournment**

DISTRIBUTION DATE: THURSDAY, FEBRUARY 21, 2008

ITEM I - CALL TO ORDER/ROLL CALL

A member of the Policy Council will call the roll for the following members:

- _____ Michelle Cañas, Elk Grove Unified School District
- _____ Josie Cleaver, Sacramento City Unified School District
- _____ Josie Lamar, Sacramento City Unified School District
- _____ Irlanda Meza, Sacramento City Unified School District
- _____ Danyelle Nelson, San Juan Unified School District
- _____ Shasta King, San Juan Unified School District
- _____ Natasha Toolate, San Juan Unified School District (EHS)
- _____ Shasta King, San Juan Unified School District
- _____ Monica Treadway, WCIC/Playmate Child Development Center
- _____ Carol Aronis, SETA-Operated Program
- _____ Salina Davey, SETA-Operated Program
- _____ Erin Kimbro, SETA-Operated Program
- _____ Angela Porter, SETA-Operated Program
- _____ Lidia Vincente, Early Head Start (Home Base)
- _____ Sarah Cordeiro, Home Base Program
- _____ Kathy Ruiz, Past Parent Representative
- _____ Victoria Camargo, Past Parent Representative
- _____ Venelsia Fentress, Grandparent Representative
- _____ Van Huynh, Child Health and Disability Prevention Program
- _____ Ronald Montez, Outgoing Chair
- _____ Victor Stark, CAMP Representative

Members to be Seated:

- _____ Talina Hutton, Del Paso Early Childhood Development Center
- _____ Kim Adams, Elk Grove Unified School District
- _____ John Brown, San Juan Unified School District
- _____ Josephine Luna, WCIC/Playmate Child Development Center
- _____ Jenna Maggard, SETA-Operated Program
- _____ Vacant, Foster Parent Representative

Seats Vacant:

- _____ Vacant (Said), Del Paso Early Childhood Development Center
- _____ Vacant (Costas), SETA-Operated Program

**** Please call your alternate, the Policy Council Chair (Kathy Ruiz, 743-9945) or Head Start Staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2007-2008**

The 2007-2008 Board was seated on **November 27, 2007** and
December 18, 2007

BOARD MEMBER	SITE	11/27	12/18	1/22	2/26											
K. Adams s/b/s 1/22	ELK			U												
C. Aronis (11/27)	SOP	X	X	PC B												
J. Brown	SJ															
V. Camargo (11/27)	PP	X	X	X												
M. Cañas (1/22)	ELK			X												
J. Cleaver (12/18)	SAC	E	X	X												
S. Cordario (11/27)	HB	X	X	PC B												
H. Costas s/b/s 11/27	SOP	E	U	U												
S. Davey (11/27)	SOP	X	PCB	X												
V. Fentress (11/27)	GRAND	X	AP/ PCB	X												
T. Hutton s/b/s 12/18	DP		U	E												
E. Kimbro (11/27)	SOP	X	X	X												
S. King (12/18)	SJ	U	X	X												
J. Lamar (12/18)	SAC	U	X	X												
J. Luna (1/22) s/b/s 11/27	WCIC	E	E	X												
I. Meza (11/27)	SAC	X	X	X												
D. Nelson 11/28/07	SJ	X	PCB	E												
A. Porter (12/18)	SOP	E	X	PC B												
J. Roth-Holder s/b/s 11/27	SJ	E	PCB	U												
K. Ruiz (11/27)	PP	X	X	X												

BOARD MEMBER	SITE	11/27	12/18	1/22	2/26											
T. Said s/b/s 12/18	DP		U	U												
V. Stark (1/22)	CAMP			X												
N. Toolate (11/27)	SJ	X	X	X												
M. Treadway (12/18)	WCIC	U	X	X												
L. Vincente (12/18)	EHS		X	X												
V. Huynh (12/18)	CHDP	E	X	X												
R. Montez (11/27)	OGC	X	X	X												

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAMP	Community Advocating Male Participation
CHDP	Child Health and Disability Prevention Program
CR	Community Representative
DP	Del Paso Heights School District
EHS	Early Head Start
ELK	Elk Grove Unified School District
FOSTER	Foster Parent Representative
GRAND	Grandparent Representative
HB	Home based Option
PAST	Past Parent Representative
SAC	Sacramento City Unified School District
SJ	San Juan Unified School District
SOP	SETA-Operated Program
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

X: Present

E: Excused

U: Unexcused Absence

S/B/S: Should be Seated

AP: Alternate Present

E/PCB: Excused, Policy Council Business

E/PCB: Excused, Policy Committee Business

OGC: Outgoing Chair

Current a/o 1/25/08

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JANUARY 22, 2008 REGULAR POLICY COUNCIL
MEETING

BACKGROUND:

Attached are the minutes of the January 22, 2008 Policy Council meeting for your review.

RECOMMENDATION:

That your Council review, modify if necessary, and approve the attached minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL
Minutes/Synopsis

SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

Tuesday, January 22, 2008
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Kathy Ruiz called the meeting to order at 9:10 a.m. Mr. Ronald Montez read the thought of the day. Ms. Josie Cleaver called the roll. New members seated: Ms. Michelle Cañas, Elk Grove Unified School District, Ms. Josephine Luna, WCIC/Playmate Child Development Center, and Mr. Victor Stark, CAMP Representative.

Members Present:

Josie Cleaver, Sacramento City Unified School District
Josie Lamar, Sacramento City Unified School District
Irlanda Meza, Sacramento City Unified School District
Shasta King, San Juan Unified School District
Erin Kimbro, SETA-Operated Program
Salina Davey, SETA-Operated Program
Josephine Luna, WCIC/Playmate
Victoria Camargo, Past Parent Representative
Kathy Ruiz, Past Parent Representative
Van Hyunh, Child Health and Disability Prevention Program
Lidia Vincente, Early Head Start
Monica Treadway, WCIC/Playmate
Venelsia Fentress, Grandparent Representative
Ronald Montez, Outgoing Chair
Lidia Vincente, Early Head Start (arrived at 9:49 a.m.)
Natasha Toolate, Early Head Start (arrived at 9:24 a.m.)
Michelle Cañas, Elk Grove Unified School District
Victor Stark, CAMP Representative

Members Absent:

Talina Hutton, Del Paso School District (excused)
Tasha Said, Del Paso School District (unexcused)
Hollie Costas, SETA-Operated Program (unexcused)
Carol Aronis, SETA-Operated Program (excused: PCB)
Sarah Corderio, Home Base Program (excused: PCB)
Angela Porter, SETA-Operated Program (excused: PCB)
Jill Roth-Holden, San Juan Unified School District (unexcused)

II. **Consent Item**

- A. Approval of the Minutes of December 18, 2007 Special Meeting

Minutes were reviewed; no questions or corrections.

Moved/Davey, second/Montez, to approve the minutes as distributed.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (Ruiz)

Ms. Ruiz asked Policy Council members whether the current board meeting time and date, the fourth Tuesday of each month, 9:00 a.m., was convenient. All board members indicated that the time and date were fine.

Ms. Ruiz went off agenda:

IV. Information Items

- B. Shared Governance Training for Head Start Policy Council
Presenter: Mr. Jerry Gomez, Management Consultant

Ms. Maureen Dermott introduced Mr. Jerry Gomez, former associate director for Head Start programs, Region IX. Mr. Gomez stated that Head Start greatly values the participation of parents in the program. Mr. Gomez reviewed possible changes in legislation and items related to a federal review. A federal review is the government's opportunity to check the programs to ensure there is compliance, including the participation of parents in the program. All delegates will be reviewed. A number of changes to the review process have taken place since the last review.

Ms. Dermott stated that items that are administration related will be implemented immediately. Other things, such as fiscal issues, staff will wait for directions from the Administration for Children and Families.

Mr. Gomez reviewed the role of the Policy Council versus the SETA Governing Board:

Policy Council	SETA Governing Board
➤ Policy-making role	➤ Legal/fiscal oversight role
➤ Represents parents in the program	➤ Represents the organization and constituents
➤ Approves/Disapproves key decisions	➤ Approves/Disapproves key decisions
➤ Reviews budget reports	➤ Reviews budget reports and assures financial integrity
➤ Coordinates decisions with Board and staff	➤ Coordinates decisions with PC and staff.

The Policy Council also has authority to hire/fire Head Start/Early Head Start staff.

Mr. Gomez will be providing program governance training to the SETA Governing Board on Thursday, February 7.

Ms. Lidia Vincente arrived at 9:49 a.m.

The board took a break until 11:07 a.m.

IV. Information Items (continued)

- A. Fiscal Reports – Ms. Thelma Manzano stated that no Program Improvement funds will be dispersed this year. Delegates have signed their contracts. Del Paso has not submitted their fiscal reports; staff is working with them to get the reports.

III. Action Item

- A. **CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT CODE SECTION 54957**

CLOSED SESSION: PERSONNEL: PUBLIC EMPLOYEE DISCIPLINE/ DISMISSAL/RELEASE PURSUANT TO GOVERNMENT CODE SECTION 54957

The board went into closed session at 11:10 a.m.

The board went back into open session at 11:37 a.m. Ms. Ruiz reported out of closed session that the Board took the following action in closed session: Approval of Eligible List for the following position: Head Start Education/Special Education Specialist (Non-Supervisory), and Associate Teacher, Tier III.

V. Committee Reports

- A. Executive Committee: Ms. Venelsia Fentress reviewed the Executive Committee report. Executive Committee members were reminded of the Community Assessment Analysis and Finalization of Three Year Goals meeting scheduled for January 28, 9:00 a.m. – 3:00 p.m. The Budget/Planning Committee will meet January 31, from 9:00 – 11:00 am.

VI. Other Reports

- A. Open Discussion and Comments: Ms. Ruiz recognized René Aguilera from Roseville School District. Ms. Desha recognized Ms. Victoria Camargo's husband Edward.

- B. Public Participation: None.

VII. Adjournment Meeting adjourned at 11:43 a.m.

ITEM III-A – ACTION

SELECTION OF REPRESENTATIVE AND ALTERNATE TO ATTEND THE NATIONAL HEAD START ASSOCIATION TRAINING CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to select one (1) Policy Council Representative and one (1) Alternate to attend the National Head Start Association's 35th Annual Training Conference, April 20-24, 2008, Nashville, TN.

Please see attached Conference Attendance Guidelines and conference information.

RECOMMENDATION:

That the Policy Council select one (1) Representative and one (1) Alternate to attend the National Head Start Association Training conference.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

POLICY COUNCIL **REPRESENTATIVE CONFERENCE ATTENDANCE** **GUIDELINES**

The following guidelines are for Policy Council members who have an interest in attending a Head Start Parent Conference are as follows:

1. Priority preference for selection to attend a Head Start Conference will be Policy Council members who have not had an opportunity to attend an out-of-state Head Start Conference.
2. The Policy Council (PC) members must give a written report to the PC at the next scheduled PC meeting upon his/her return from the parent conference (local or out of state).
3. The Policy Council member's report must include the Policy Council member's name, conference date, title, location; workshops attended and networking information.
4. Any additional comments.

ITEM III-B – ACTION

APPROVAL OF HEAD START/EARLY HEAD START 2008 COMMUNITY
ASSESSMENT

BACKGROUND:

SETA Head Start, Delegate Agency Directors, Managers, staff and Policy Council Executive Committee members met on January 28, 2008 to finalize the Head Start/Early Head Start Community Assessment Analysis.

This agenda item provides an opportunity for the Policy Council to approve Head Start/Early Head Start 2008 Community Assessment based on the analysis attached.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve Head Start/Early 2008 Community Assessment.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

COMMUNITY ASSESSMENT (2008-2011)

Summary

Summary of Documented Data Which Supports Three Year Goals

Goal 1:

Using existing services and systems to increase the awareness of, and participation in, activities and services which contribute to family, child, and staff mental wellness.

- The number of children receiving public mental health services has increased 379% from 2,495 in 1995 to 11,825 in 2005. Parental risk factors such as depression, substance abuse, involvement in domestic violence, homelessness, and exposure to repeated major life stresses, all increase a child's risk of later emotional and behavioral difficulty. Maternal depression is a particularly strong risk factor.
- According to the 2005 American Community Survey, more than half (57.8%) of single female head-of-household families with children younger than 18 reported poverty-level income.
- According to the 2004 American Community Survey, 6.3% (22,853) of children in Sacramento County under the age of 18 were being reared in households headed by grandparents, with 56% responsible for their grandchildren for five years or more. According to a US Census Bureau report published in 2001, children who live with their grandparents are more likely to live in poverty, be without health insurance, and to receive public assistance than children who live with their own parents.
- Percent of Children 0 through 4 Living in Poverty, in 2005 in Sacramento County 23.7% (23,777), up from 19.7 percent in 2002. California 2005 statewide percentage, 19.6%
- According to the 2005 California Childcare Portfolio, there is a licensed child care capacity to serve 35 percent children with parents in the labor force.
- Between 1990 and 2000 there was a 76 percent increase in the number of workers in Sacramento County traveling an hour or more to work, substantially higher than California as a whole at 34 percent.

- Sacramento ranks among the most ozone-polluted counties in the nation.
- The number of uninsured children rose from 11,000 in 2001 to 15,000 in 2003.
- In 2003, an estimated 2,000 Sacramento County children missed between 5 and 10 days of school due to asthma.
- 11,169 children (36%) screened by volunteer dentists in 2004-2005 had visible tooth decay.
- In 2005, there were 110,877 children eligible for free or reduced-price meals in Sacramento County, nearly 48 percent of the total public school enrollment. In 27% of our schools, more than 75% of the students are receiving free or reduced-priced meals.
- During the 2005-2006 academic year, Project TEACH reported that 5,582 children experienced homelessness in Sacramento County.

Goal 2:

Increase parental/staff awareness of the implications of obesity and improve children's exposure to physical well being by fully implementing a fitness and nutrition program including obesity prevention curriculum.

- California's rates of obesity are fast approaching epidemic status according to the California Department of Health Services.
- Obesity rates by ZIP code showed that 26% of the region's ZIP codes were over the state rate for students exceeding the HFZ (Healthy Fitness Zone). Highest percentages were: Isleton at 53%; Alta at 50%; Knights Landing at 47%, Elverta at 44%, and Rio Linda at 43%.
- While children in Sacramento County showed improvement in aerobic capacity from 2000 through 2004 (52% to 60%), medical experts indicate their capacity should be closer to 80 percent.
- Children ages 2 through 12, assessed between January of 2004 and December of 2005 in a major local community health system trial, showed overweight children comprise 22 percent of the sample, and 16 percent were determined to be at risk of being overweight.

Goal 3:

Through a consistent, systematic, and guided approach, implement oral language development activities which promote the importance of oral language development in children ages birth through (5) years.

- More than 30 percent of kindergartners begin their educational journey with limited English proficiency compared with 20 percent ten years ago.
- Today there are more than 45 languages spoken in our schools, and English Language Learner students in grade levels 1 through 8 make up 20.9% of student population.
- Sacramento County is home to 46% of California's Russian speaking ELL and is home to 78.2% of the state's Ukrainian speaking ELL student population.
- The 2005 American Community Survey, indicates 23,609, or 7.4 percent, of Sacramento County children, ages 5 through 20 have a disability, of which 25.4% have a speech or language impairment.
- For the 2004-2005 academic year, only 31 percent of students from low-income families in Sacramento County met state standards in English language arts. Subgroups most heavily represented in the low-income category include African Americans, Hispanics, and English language Learners.
- Countywide DRDP-R growth results showed a 49% growth overall in the domain "Language Development". Despite this gain, the analysis of individual measures associated with language development determined that gains in Phonological Awareness are much more modest at only 28%.

COMMUNITY ASSESSMENT

Summary

February 2008

- The number of children receiving public mental health services has increased 379% from 2,495 in 1995 to 11,825 in 2005. Parental risk factors such as depression, substance abuse, involvement in domestic violence, homelessness, and exposure to repeated major life stresses, all increase a child's risk of later emotional and behavioral difficulty. Maternal depression is a particularly strong risk factor.
- According to the 2005 American Community Survey, more than half (57.8%) of single female head-of-household families with children younger than 18 reported poverty-level income.
- According to the 2004 American Community Survey, 6.3% (22,853) of children in Sacramento County under the age of 18 were being reared in households headed by grandparents, with 56% responsible for their grandchildren for five years or more. According to a US Census Bureau report published in 2001, children who live with their grandparents are more likely to live in poverty, be without health insurance, and to receive public assistance than children who live with their own parents.
- Percent of Children 0 through 4 Living in Poverty, in 2005 in Sacramento County 23.7% (23,777), up from 19.7 percent in 2002. California 2005 statewide percentage, 19.6%
- According to the 2005 California Childcare Portfolio, there is a licensed child care capacity to serve 35 percent children with parents in the labor force.
- Between 1990 and 2000 there was a 76 percent increase in the number of workers in Sacramento County traveling an hour or more to work, substantially higher than California as a whole at 34 percent.
- Sacramento ranks among the most ozone-polluted counties in the nation.
- The number of uninsured children rose from 11,000 in 2001 to 15,000 in 2003.
- In 2003, an estimated 2,000 Sacramento County children missed between 5 and 10 days of school due to asthma.

- 11,169 children (36%) screened by volunteer dentists in 2004-2005 had visible tooth decay.
- In 2005, there were 110,877 children eligible for free or reduced-price meals in Sacramento County, nearly 48 percent of the total public school enrollment. In 27% of our schools, more than 75% of the students are receiving free or reduced-priced meals.
- During the 2005-2006 academic year, Project TEACH reported that 5,582 children experienced homelessness in Sacramento County.
- California's rates of obesity are fast approaching epidemic status according to the California Department of Health Services.
- Obesity rates by Zip code showed that 26% of the region's Zip codes were over the state rate for students exceeding the HFZ (Healthy Fitness Zone). Highest percentages were: Isleton at 53%; Alta at 50%; Knights Landing at 47%, Elverta at 44%, and Rio Linda at 43%.
- While children in Sacramento County showed improvement in aerobic capacity from 2000 through 2004 (52% to 60%), medical experts indicate their capacity should be closer to 80 percent.
- Children ages 2 through 12, assessed between January of 2004 and December of 2005 in a major local community health system trial, showed overweight children comprise 22 percent of the sample, and 16 percent were determined to be at risk of being overweight.
- More than 30 percent of kindergartners begin their educational journey with limited English proficiency compared with 20 percent ten years ago.
- Today there are more than 45 languages spoken in our schools, and English Language Learner students in grade levels 1 through 8 make up 20.9% of student population.
- Sacramento County is home to 46% of California's Russian speaking ELL and is home to 78.2% of the state's Ukrainian speaking ELL student population.
- The 2005 American Community Survey, indicates 23,609, or 7.4 percent, of Sacramento County children, ages 5 through 20 have a disability, of which 25.4% have a speech or language impairment.
- For the 2004-2005 academic year, only 31 percent of students from low-income families in Sacramento County met state standards in English language arts.

Subgroups most heavily represented in the low-income category include African Americans, Hispanics, and English language Learners.

- Countywide DRDP-R growth results showed a 49% growth overall in the domain "Language Development". Despite this gain, the analysis of individual measures associated with language development determined that gains in Phonological Awareness are much more modest at only 28%.

ITEM III-C – ACTION

APPROVAL OF HEAD START/EARLY HEAD START COUNTY-WIDE THREE-YEAR GOALS 2008-2011

BACKGROUND:

SETA Head Start, Delegate Agency Directors, Managers, staff and Policy Council Executive Committee members met on January 28, 2008 to finalize the Head Start/Early Head Start County-Wide Three-Year goals.

This agenda item provides an opportunity for the Policy Council to approve Head Start/Early Head Start County-Wide Three Year Goals 2008-2011 (attached).

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve Head Start/Early Head Start Three-Year Goals 2008-2011.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-D – ACTION

APPROVAL OF SETA HEAD START/EARLY HEAD START WRITTEN SERVICE PLANS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve SETA Head Start/Early Head Start Written Service Plans (will be sent under separate cover).

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the SETA Head Start/Early Head Start Written Service Plans, modified February 2008

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-E – ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

This item provides an opportunity for the Council to take action on personnel items.

NOTES:

ITEM IV-A – INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

Attached is a copy of the latest fiscal monitoring report. Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Ms. Dolores Hardy **DATE:** January 14, 2008

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Sacramento City U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA,Quality	\$ 7,688,621	8/1/06-07/31/07	8/1/06-7/31/07
Head Start	T & TA	20,000	8/1/06-07/31/07	8/1/06-7/31/07
Head Start	Prog. Improvement	293,000	8/1/06-07/31/07	8/1/06-7/31/07
Early H. S.	Basic, COLA,Quality	1,064,931	8/1/06-07/31/07	8/1/06-7/31/07
Early H.S.	T & TA	18,249	8/1/06-07/31/07	8/1/06-7/31/07

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: Various dates.

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation		N/A		
4 Disbursement Control	X			
5 Staff Payroll/Files	X			
6 Fringe Benefits	X			
7 Participant Payroll		N/A		
8 OJT Contracts/Files/Payment		N/A		
9 Indirect Cost Allocation	X			
10 Adherence to Budget	X			
11 In-Kind Contribution	X			
12 Equipment Records		N/A		

Program Operator: Sacramento City Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2006 to July 31, 2007 have been traced to the delegate's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-B – INFORMATION

MONTHLY FISCAL REPORTS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review fiscal reports, month ending 1/31/08.

Staff will be available for questions.

ITEM IV-C – INFORMATION

CALIFORNIA HEAD START ASSOCIATION (CHSA) PARENT CONFERENCE
REPORTS

BACKGROUND:

Conference attendees will present their reports (reports attached).

NOTES:

ITEM IV-D - INFORMATION
SPECIAL EDUCATION REPORT

BACKGROUND:

Attached is the most current Special Education Report.

Ms. Beverly Sanford will be available to answer questions.

NOTES:

ITEM IV-E - INFORMATION

SETA HEAD START/EARLY HEAD START END-OF-MONTH ENROLLMENT
REPORT

BACKGROUND:

Ms. Maureen Dermott will present the end-of-month enrollment report and will be available to answer questions.

NOTES:

ITEM V- ETHICS TRAINING

AB 1234 ETHICS TRAINING

BACKGROUND:

State law (AB 1234) requires that all legislative bodies, including not only the governing body of a local agency, but also a commission, committee, board or other body that receive compensation, salary, stipends, or expense reimbursements must receive training in public service ethics laws and principles every two years. This requirement applies to the Policy Council and the SETA-Operated Parent Advisory Committee.

This agenda item provides Mr. Victor Bonanno, Employment and Training Analyst Supervisor, an opportunity to train the Policy Council on the Assembly Bill No. 1234.

NOTES:

ITEM VI- COMMITTEE REPORTS

- A. EXECUTIVE COMMITTEE: This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council.

The Executive Committee met and evaluated the January 22, 2008 Regular Policy Council meeting.

Good	Needs Improvement
Chair, Ms. Kathy Ruiz – timely meeting	Cell phones off.
Shared Governance Training by Mr. Jerry Gomez	Speaking into microphones, staff and PC Members
No side barring.	Asking Chair’s permission to speak or leave seat.
Attendance.	Promptness.
	PC Members participating in making motions.

ITEM VII- OTHER REPORTS

BACKGROUND:

- A. **OPEN DISCUSSION AND COMMENTS:** This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

- B. **PUBLIC PARTICIPATION:** Participation of the general public at Head Start Policy Council meetings is encouraged. Members of the audience are asked to address their requests to the Chair if they wish to speak.
